

Department of Housing and Community Development

DEPARTMENTAL OPEN NONPROMOTIONAL EXAMINATION

DISTRICT REPRESENTATIVE I/II, DIVISION OF CODES & STANDARDS



DISTRICT REPRESENTATIVE I, DIVISION OF CODES AND STANDARDS (NON-PEACE OFFICER) – 7CDAA01

DISTRICT REPRESENTATIVE II, DIVISION OF CODES AND STANDARDS (NON-PEACE OFFICER) – 7CDAA02

**BUILDING INSPECTORS AND INVESTIGATORS WORKING IN THE CLASSIFICATION OF DISTRICT REPRESENTATIVE**

The Department of Housing and Community Development (HCD) Mission Statement: Provide leadership, policies and programs to preserve and expand safe and affordable housing opportunities and promote strong communities for all Californians.

The State of California is an Equal Opportunity Employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

**WHO SHOULD APPLY**

Applicants who meet the minimum qualifications as stated below may take the examination. **ONCE YOU HAVE TAKEN THE TRAINING AND EXPERIENCE EXAMINATION, YOU MAY NOT RETAKE IT FOR SIX (6) MONTHS.** All applicants must meet the education and/or experience requirements as stated on this examination announcement.

**HOW TO APPLY**

**CLICK ON THE LINK IN THE “EXAMINATION LINK” SECTION TO TAKE THE TRAINING AND EXPERIENCE EXAMINATION.**

**Do not submit a state application form (STD 678) to the department of housing and community development (HCD) or to the California human resources department (CalHR). The required application is contained in the examination process. Prior to starting the examination process. It is recommended to have your relevant work history readily accessible.**

**CONTACT INFORMATION**

If you have any questions concerning this announcement, please contact the Department of Housing and Community Development, HCD Human Resources Branch (HRB) at (916) 263-6735 or [Careers@hcd.ca.gov](mailto:Careers@hcd.ca.gov)

**CROSS FILING INFORMATION**

If you meet the entrance requirements for the District Representative I and II, you may take the examination for both classifications at the same time.

**FINAL FILING DATE**

**Online Continuous. Dates can be set at any time. The department reserves the right to end the filing for the examination at any time as needs warrant.**

Once you have taken the exam, you may not retake it for six (6) months. Cut-off dates can be set at any time. All exams taken after the cut-off date will be held until the following cut-off.

**First cut-off Date: August 22, 2017.**

**SPECIAL TESTING ARRANGEMENTS**

If you have a disability and need special testing arrangements, please contact HCD HRB at (916) 263-6735 or [Careers@hcd.ca.gov](mailto:Careers@hcd.ca.gov)

**EXAMINATION DATE**

Testing is available anytime during this testing period. This examination is a Training and Experience Evaluation weighted 100%.

## SALARY RANGE

District Representative I (Non-Peace Officer) - \$4978 - \$6177  
District Representative II (Non-Peace Officer) - \$5464 - \$6787

District Representative I – \$5,045.00 - \$6,488.00  
District Representative II – \$5,531.00 - \$7,126.00

## ELIGIBLE LIST INFORMATION

Open merged eligible lists will be established for the Department of Housing and Community Development. The names of successful competitors will be merged onto the eligible lists in order of final score regardless of test date. **Eligibility expires 12 months after it is established** unless the needs of the service and conditions of the lists warrant a change in this period.

## THE POSITION

### District Representative I

The District Representative I, Division of Codes and Standards, conducts inspections and investigations pertaining to the programs administered by the Division to verify compliance with the applicable laws, building codes and regulations; meets and consults with others regarding the application and interpretation of these laws, codes, and regulations; and may assist in plan review. District Representative I positions assigned to headquarters interpret and explain complex and difficult provisions of law, code and regulations, to the general public, government and/or industry.

### District Representative II

The District Representative II, Division of Codes and Standards, is the working leadperson level within the District Representative, Division of Codes and Standards series. Incumbents act as lead persons over District Representatives Is. In field offices, they are assigned the most sensitive and complex field inspection and investigative work; may be assigned to assist an area administrator, or work in the plan review section. In a headquarter assignment, the incumbent functions as a technical expert assigned to one or more programs within the division providing technical code interpretations and other professional assistance to program managers, other agencies, and the public.

Positions for the District Representative I/II exist statewide.

## REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

**NOTE:** All applicants must meet the education and/or experience requirements as stated on this examination bulletin as of the date the test is taken. Click on the link below to review the California Department of Human Resources class specifications, which contain the requirements for admittance to the exam: [District Representative I/II Classification Specifications](#).

## MINIMUM QUALIFICATIONS

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

### District Representative I

#### Either I

Successful completion of an approved apprenticeship program in the class of District Representative Apprentice, Housing and Community Development, or equivalent. (Candidates who are within six months of completing the required experience will be admitted to the examination, but they must complete the required experience and education before they can be considered eligible for appointment.)

#### Or II

Three years of journey level building inspector work involving code enforcement, or three years as a supervisor of building construction. (College education in building construction/inspection technology or a closely related field may be substituted for up to two years of the required experience on the basis of two years of college being equivalent to one year of experience.)

***Certification/degree/program completion/enrollment must be submitted at time of hire and will be verified.***

### District Representative II

#### Either I

One year of experience in the California state service performing the duties of a District Representative I, Division of Codes and Standards, or a District Representative I, Division of Codes and Standards (Non-Peace Officer).

#### Or II

Four years of experience in (1) either building inspection work at journey level or above involving code enforcement, one year of which shall have been in a supervising capacity; or (2) as a supervisor of building construction. [Experience in the California state service applied toward this requirement must include at least one year performing the duties of a class at a level of responsibility equivalent to that of a District Representative I, Division of Codes and Standards, or a District Representative I, Division of Codes and Standards (Non-Peace Officer).]

## SPECIAL PERSONAL CHARACTERISTICS

Willingness to locate where assigned and to travel throughout the State or an assigned area of the State. Extended travel may be necessary.

## EXAMINATION INFORMATION

### TRAINING AND EXPERIENCE EVALUATION-Weighted 100%

The examination will consist solely of a Training and Experience Evaluation. To obtain a position on the eligible list, a minimum score of 70% must be received. Click here to view the Training and Experience Evaluation.

[Click here to preview the Training and Experience Evaluation.](#) (Link to the exam is at the bottom of this page)

## SCOPE

Ratings will be determined based on the depth and breadth of professional education and experience beyond what is minimally required. Emphasis will be placed on measuring:

### DISTRICT REPRESENTATIVE I, DIVISION OF CODES AND STANDARDS & (NON-PEACE OFFICER) and DISTRICT REPRESENTATIVE II, DIVISION OF CODES AND STANDARDS & (NON-PEACE OFFICER)

#### A. Knowledge of:

1. Basic engineering, architectural and building design practices and procedures.
2. Methodology and terminology used in the building construction industry; the construction, sale, installation, occupancy of manufactured homes and commercial modulars.
3. State, Federal, and model code requirements relating to health, safety, fire, and planning for building construction and housing.
4. Rules of evidence, principles of investigation, and their procedures.

#### B. Ability to:

1. Interpret, determine compliance with, inspect, and enforce Federal, State, and model code requirements relating to building construction, housing, manufactured homes, commercial modulars, mobile home parks, and employee housing.
2. Apply the rules of evidence and procedures.
3. Evaluate and monitor local agency ability to interpret and apply State law.
4. Detect conditions of health, safety, or fire hazards in existing buildings, mobile home parks, manufactured housing, structures, and other sites of occupancy, both existing and under construction.
5. Prepare clear, concise, and effective written reports on investigations, inspections, and surveys.
6. Communicate effectively.
7. Consult with, inform, and maintain cooperative relations with co-workers, other public agency personnel, and the general public.
8. Analyze situations accurately and take effective action.

### ADDITIONAL KNOWLEDGE AND ABILITIES FOR THE DISTRICT REPRESENTATIVE II, DIVISION OF CODES AND STANDARDS & (NON-PEACE OFFICER)

#### A. Knowledge of:

1. Knowledge of all programs in the Division of Codes and Standards.
2. Determinations of substitutions of alternate building materials, methods, and techniques.
3. Interpretation and application of codes to complex construction problems, principles of training, and programs for the Department, local agencies, and the general public.

#### B. Ability to:

1. Act effectively as a lead person over lower level staff, trainees or new employees.
2. Approve alternative building materials, methods, and techniques.
3. Check plans and specifications for design, materials, and code conformance.
4. Perform sensitive and complex investigation and inspection work.

## EXAMINATION LINK

[CLICK HERE TO TAKE THE ONLINE TRAINING AND EXPERIENCE EXAMINATION FOR  
District Representative I/II Examination](#)

---

## CAREER CREDIT INFORMATION

---

Career Credits will be added to the final score for this examination.

---

## VETERANS' PREFERENCE POINTS

---

Veterans' Preference will be granted in this examination. Effective January 1, 2014, in accordance with Government Code 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.

---

## GENERAL INFORMATION

**If you meet the requirements** stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

**The Department of Housing and Community Development** reserves the right to revise the examination plan to better meet the needs of the service, should the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules, and all competitors will be notified.

**Candidates needing special testing arrangements** due to a disability must contact the testing office at the phone number or email listed above.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

**Veterans' Preference:** Effective January 1, 2014, in accordance with Government Code 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1.) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2.) An entrance examination is defined, under the law, as any open competitive examination. And 3.) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/Veteransinformation>, and the Department of Veterans Affairs.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.

California Relay (Telephone) Service for the Deaf or Hearing-impaired:

From TDD phones: 1-800-735-2929 From voice phone: 1-800-735-2922

---

STATE OF CALIFORNIA – BUSINESS, CONSUMER SERVICES, AND HOUSING AGENCY

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT, P.O. BOX 952050, SACRAMENTO, CA 94252-2050

---